

**DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION  
JOB OPPORTUNITY  
DEVELOPMENTAL SERVICES CASE MANAGER**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Public - Applicants must have applied for and passed the **Developmental Services Case Manager Examination** and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Position:** Developmental Services Case Manager

**Location:** Self Determination, Wallingford, CT

**Job Posting No:** 109210

**Hours:** Full-Time (70 hours biweekly) 8:30 AM - 4:00 PM

**Salary:** HC 24 \$59,089 - \$80,010 (New employees to state service start at the beginning of the range)

**Closing Date:** September 1, 2014

**Examples of Duties:** In the South Region's Self-Determination unit, this position is accountable for independently performing a full range of tasks in providing case management/broker services for approximately 30 individuals who, with their families, direct their own supports by privately hiring their own staff to provide services based upon the Individual Plan. This position ensures the delivery of appropriate medical, educational/vocational, social, residential and other services.

Duties include: Convenes, chairs and facilitates interdisciplinary team meetings to develop, review and/or modify client service plans; coordinates integration of day program, residential, medical and other services provided to each client and ensures service delivery; develops social service evaluations and service recommendations; maintains regular contact with assigned clients and their families; provides supportive counseling to clients and their families; gives information to clients, guardians and families regarding their legal rights, departmental policies and procedures, services provided and encourages participation in service planning process; acts as liaison and provides technical assistance to service providers and monitors compliance with departmental policies and procedures; schedules necessary evaluations and monitors completion; schedules program reviews and monitors implementation of specific program recommendations; monitors development and maintenance of client files including required documentation; ensures that legal and financial documents are completed in a timely manner; informs appropriate regional administrative staff when services are not or cannot be provided; performs related duties as required.

**Knowledge, Skills and Abilities:** Considerable knowledge of services available to persons with developmental disabilities; knowledge of residential programs for persons with developmental disabilities; knowledge of interdisciplinary approach to program planning; knowledge of developmental disabilities, causes and treatment; considerable skill in facilitating positive group process; interpersonal skills; oral and written communication skills; considerable ability to translate clinical findings and recommendations into program activities and develop realistic program objectives; ability to collect and analyze large amounts of information; ability to utilize computer software.

**General Experience:** Six (6) years of experience in working with individuals with developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.

**Special Experience:** Two (2) years of the General Experience must have involved responsibility for developing, implementing and evaluating individualized programs for individuals with developmental disabilities in the areas of behavior, education or rehabilitation.

**Preferred Experience:** Preference will be given to applicants with demonstrated proficiency in reading, speaking and writing Spanish.

**Special Requirements:**

1. Incumbent must be eligible for certification as a Qualified Intellectual Disabilities Professional as required by Federal regulations. Applicants should clearly state on the application the degree(s) they possess, major courses of study, the conferring Academic Institution and the date of conferment.
2. Incumbent must possess and retain a valid motor vehicle license.
3. Incumbent will be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for All Applicants:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete application materials will not be considered.**

**Send application materials to:**

**Department of Developmental Services — South Region  
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492**

**Attn: Recruiter**

**Email: [DDS.SR.Recruiting@ct.gov](mailto:DDS.SR.Recruiting@ct.gov) Phone: 203-294-5122 Fax: 860-920-3035**

**Application materials can be emailed, faxed, or mailed**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.